

16 August 1951

PDC MEMORANDUM NO. 51-32

SUBJECT: Discontinuance of Form 37-4 and Form 38-17

REFERENCE: Personnel Director's Memorandum No. 5-51, dated 5 July 1951

1. Effective immediately, the use of Form 37-4, Service Record Information, and Form 38-17, Personal Status Report, is discontinued.

2. Form 37-4 has been used to obtain information on prior Federal employment in order to transcribe this data on SF 2806, Individual Retirement Record. It has been also used as the basis for requesting personnel folders from other Federal agencies if the new employee indicated employment in such agencies on dates after the PHS was submitted to this Agency. Prior Federal employment will no longer be recorded on SF 2806. The Appointment Clerk is responsible for ascertaining by direct questioning at the time the appointment documents are executed whether the new employee has had Federal employment subsequent to that reported on his PHS. If there is Federal employment, the Appointment Clerk is to attach to the file a statement indicating the name and locality of the Federal Agency involved, so that the Status Unit will know where to address a request for the personnel folder.

3. Form 38-17 has been used to inform I&SO of changes in the marital status of the new employee since the time the PHS was submitted to this Agency. In the future the applicable portion of Form 38-1, Personal History Statement, will be used by new employees to furnish the data required by I&SO in connection with changes in marital status since submission of their original Personal History Statements. Two copies of this form will be obtained, one for I&SO and one for filing in the employee folder. It will be necessary for the Appointment Clerk to question all new appointees directly to determine whether there has been a change in marital status, and if so, to furnish them with two copies of Form 38-1 with instructions for filling only the applicable data.

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Chief, Personnel Division (C)

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